

**Official Record Copy**  
Office of Personnel

OP MEMORANDUM NO. 20-22-1

15 March 1984

## OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Processing of SIS Assignment Nominations

REFERENCE: (a)   
(b)

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1. Introduction

This memorandum establishes new procedures for processing nominations for all Senior Intelligence Service (SIS) assignments. The procedures set forth below are similar to those outlined in Reference (a) for use in the preparation of recommendations to change the rank of SIS employees and in the nomination of candidates for the Senior Intelligence Service.

2. Responsibilities of Components

Components will be responsible for carrying out the following procedures in preparing nominations for all Senior Intelligence Service assignments:

- a. Ensure that name checks are conducted with the Inspector General, the Director of Medical Services and the Director of Security prior to forwarding the assignment nominations to the Office of Personnel for processing. Copies of the nomination should be forwarded to the Inspector General and the Director of Medical Services when requesting name check approvals.
- b. Include a certification in the Remarks Section of the Request for Official Personnel Action (Form 1152) that name checks with no adverse results have been conducted by the Inspector General and the Office of Medical Services. If a Form 1152 is not included at the time of nomination, the certification will be included in the nomination package. Upon receipt of the results of the name checks from the Inspector General and the Office of Medical Services, the nomination package will be forwarded through the Office of Security for name check approval enroute to the Director of Personnel. To facilitate processing, nominations should be

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addressed to the Deputy Director of Security, Personnel  
Security and Investigation (OS/DD/PSI), Room 6S11, [REDACTED]

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- c. Components are reminded to abide by the provisions of Reference (b) regarding assignments to positions of higher grade and Personal Rank Assignments (PRA's). Requests for exceptions to these provisions must be addressed specifically and justified in the assignment nomination.

3. Responsibilities of the Office of Personnel

The appropriate staffs within the Office of Personnel will be responsible for carrying out the following procedures in processing nominations for all Senior Intelligence Service assignments:

- a. Conduct a name check with OP/Special Activities Staff (SAS).
- b. Conduct an administrative review of the proposed action to ensure that an appropriate SIS position exists to effect the assignment and that the policy provisions of References (a) and (b) are met. If the action does not conform to established policy and procedures, the Office of Personnel will contact the component personnel officer to attempt to resolve problems before forwarding the nominations to the approving authority.
- c. Advise the approving authority of any factors bearing on the proposed assignment.

4. Please refer any questions to the SIS Focal Point Officer on [REDACTED]

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Robert W. Magee  
Director of Personnel

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